

## CHAPTER 24. CERTIFICATE REPAIRMAN/ADDED PRIVILEGES

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

*A. Maintenance: 3510*

*B. Avionics: 5510*

**3. OBJECTIVE.** This chapter provides guidance and describes procedures for certificating applications for repairman certificates and added privileges.

#### 5. GENERAL.

*A.* Applicants for repairman certification are employed by repair stations or air carriers. Practical experience of at least 18 months of formal training appropriate for the position, as well as the satisfaction of the Administrator, are the basis for issuance of a repairman certificate. Applicants must be at least 18 years of age and able to read, write, speak, and understand English.

(1) According to Title 14 of the Code of Federal Regulations (14 CFR) part 145, section 145.159, an applicant may choose to use repairmen to meet the applicable personnel requirements within the repair station.

(2) An air carrier or repair station may assign an applicant employee to a position requiring at least one of the following:

- Responsibility for the work of a shop or department that performs maintenance
- Authorization to sign the airworthiness release or log entry according to the air carrier's manual
- Performance of inspections required by the air carrier's manual

(3) A repairman employed by an air carrier or repair station that also holds a repair station certificate may apply for one certificate if the duties are the same in both operations. The Airmen Certification Branch (AFS-760) will issue one certificate with the same privileges listing each operation in the limitations section. If a repairman is employed at either the operator or the repair station and subsequently wishes

to be added to the other, certification will be handled as an added privilege.

(4) A repairman employed and certificated by more than one repair station or by more than one operator, where the employers are distinctly different business entities, will need a separate airman certificate for each repair station or operator.

(5) A repairman employed by a repair station using stations at different locations may serve in any station in that system in accordance with §145.107(b).

*B.* With each request for a certificate/rating, an applicant should submit the following:

(1) One copy of Federal Aviation Administration (FAA) Form 8610-2, Airman Certificate and/or Rating Application, with items I through IV completed. Applicants should check the box for Repairman Certificate and indicate the privileges sought.

(2) A letter of recommendation from the applicant's employer clearly stating that the applicant meets the requirements of 14 CFR part 65, § 65.101. The letter should describe the specialized jobs the applicant will perform or supervise as a repairman.

*C.* Ratings for an applicant employed by an air carrier or repair station should coincide with ratings issued at the repair station limited to the specific job for which the person is employed to perform or supervise.

(1) In no instance should a repairman certificate be issued with an airframe and/or powerplant rating to circumvent the process of obtaining a mechanic certificate. If a repairman certificate has been issued with airframe and/or powerplant ratings, request that the airman surrender the certificate. Issue a repairman certificate with the appropriate privileges and limitations.

(2) Reserve repairman certificates for applicants that have special skills, such as:

- Argon-heliarc welding

- Cylinder plating
- Nondestructive testing
- Propeller overhaul
- Electrical system analysis and repair (this type of certificate should be reserved for

specific systems only, such as flight guidance databus and power distribution)

- Radio and/or instrument repair (for these repairman certificates, the applicable privileges may be entered as “radio and instrument” or “radio” or “instrument”)

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 43, 65, and 145

*B. Coordination.* This task may require coordination between maintenance and avionics aviation safety inspectors (ASI).

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- Advisory Circular (AC) 65-24, Certification of a Repairman (General), current edition

#### B. Forms:

- FAA Form 8610-2, Airman Certificate and/or Rating Application
- FAA Form 8060-4, Temporary Airman Certificate

#### C. Job Aids:

- Figure 24-1, Temporary Airman Certificate
- JTA: 1.2.2

### 5. PROCEDURES.

*A. Verify Eligibility.* Ensure that the applicant is at least 18 years of age and reads, writes, speaks, and understands English.

*B. Review the Application and Letter of Recommendation.*

(1) Ensure that the applicant checks the box for Repairman Certificate and indicates the privilege(s) sought on the front of FAA Form 8610-2. Determine if the applicant meets the requirements of part 65.

**NOTE: AFS-760 no longer requires that the “Applicant’s Certification,” A or B, on the reverse side of FAA Form 8610-2, be filled out for a Repairman Certificate.**

(2) Verify that the letter of recommendation contains the following elements:

- A certification that the applicant meets the requirements of the privilege(s)/limitation(s) sought
- A statement recommending the applicant for the privilege(s)/limitation(s) sought

### 7. TASK OUTCOMES.

#### A. Complete PTRS.

*B. Issue Certificate.* When it has been determined that the applicant meets all the requirements for certification, sign the applicant as approved and complete FAA Form 8060-4 in duplicate.

(1) Check the Airman Information portion of the National Vitals Information Subsystem (NVIS) to determine whether the applicant already possesses a certificate. An applicant seeking added privileges to a specific certificate must surrender the applicable Airman Certificate, FAA Form 8610-2, held at the time of application approval.

(2) Give the applicant a copy of FAA Form 8060-4. Both the applicant and the ASI must sign this form.

(3) Complete the ASI’s report portion on the reverse side of FAA Form 8610-2.

(4) Send the original FAA Form 8610-2, the letter of recommendation, Airman Certificate (for an added privilege, as applicable), and the original FAA Form 8060-4 to AFS-760.

*C. Deny Certificate.* If the application is disapproved, return it to the applicant with a letter explaining the denial.

### 9. FUTURE ACTIVITIES.

*A.* Review repair station and air carrier records to determine if the scope of the applicant’s employment is consistent with the job described in the letter of recommendation.

*B.* Send Airman Certificates surrendered in accordance with § 65.15(c) to AFS-760 with a brief statement relating to the circumstances.

**FIGURE 24-1. TEMPORARY AIRMAN CERTIFICATE**

To issue FAA Form 8060-4, Temporary Airman Certificate, for an application to work at a repair station, fill out the form as indicated below:

*A.* In Item III, type the social security number, or if an exclusive number is requested, type the word “Pending.”

*B.* In Item IX, type the word “Repairman.”

*C.* In Item XII, type the following: “Certificate privileges of 14 CFR part 65, § 65.103 valid for [applicable privileges] while employed by [name of repair station, city, state].”

**I** *D.* In Item XIII, type the repair station certificate number.